Academic Specialist for Graduate Affairs (full-time, 35 hours/week)
School of Arts and Sciences
Position 101564

**Position Summary:** To serve as the Graduate Affairs team leader and primary scheduler for multiple departments in the School of Arts and Sciences. The Academic Specialist coordinates the course scheduling for the seven departments and assists with all general graduate affairs, registration, audit requests, comprehensive examinations, rules, requirements and policies.

**Essential Responsibilities Include:** Serve as the main coordinator for the course scheduling for all units in Marist Hall and coordinate the work with the other staff members. Assist with all tasks concerning graduate affairs, including course registration, audit requests, comprehensive examinations, rules and requirements, and policies. Serve as the primary contact for the departments’ graduate advisors and assist them with student records and reports. Serve as the staff liaison. Work closely with the staff in the office of the Dean of Arts and Sciences, and the Business Manager. Works closely with Enrollment Services, the Dean of Admissions, and the Registrar's Office. Provide customer service to visitors to the department as well as students and faculty in person and via phone and email.

**Minimum Qualifications:** Bachelor’s degree is required. Minimum of three (3) years working in an office setting, ideally in an academic setting and in a comparative position. Must be highly organized and willing to be a team player. Possess excellent working knowledge of computer applications including MS Office, Excel, Outlook, and PowerPoint. Working knowledge or willingness to learn PeopleSoft applications, or have the willingness and ability to learn within first month of hire. Must have working knowledge of standard office equipment, including multi-line telephones, fax, and copy machines.

**How to apply:** forward resume, cover letter and salary expectations (salary requirements must be included to be considered): CUARecruitment@cua.edu. Reference position 101564 in subject line of email. Applications close on 12/21/15.

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